

EXECUTIVE DIRECTOR, NORTHEAST OHIO MUSICAL HERITAGE ASSOCIATION (NEOMHA)

The Northeast Ohio Musical Heritage Association (NEOMHA) provides venues and opportunities for the performance, sustenance and preservation of folk music in Northeast Ohio through the creation of inspiring experiences that stimulate a personal love and appreciation of folk music. Principal events include the Blue Sky Folk Festival held each August and the Lake Erie Folk Fest held each February.

JOB SUMMARY

The Executive Director manages NEOMHA's day-to-day operations, consistent with the organization's mission, and in concert with the directives of NEOMHA's Board of Trustees (the "Board"). The Executive Director implements policy directives from the Board and assumes an overall leadership role in guiding all program activities. This exempt, part-time position is budgeted for a maximum of 520 hours annually, including heightened commitment levels during times of peak activity (e.g. proximate to festival times). Many of the Executive Director duties are executed on a flexible basis, working as needed to carry out these responsibilities.

MAJOR DUTIES

1. Work with the Board to identify and secure public and private funding resources.
2. Implement the strategic goals and objectives of NEOMHA and collaborate with partner organizations to fulfill its mission.
3. Oversee the administration and operation of all programs, projects and events.
4. Cultivate volunteer resources for NEOMHA.
5. Assure the organization and its mission, programs, and services are consistently presented in a strong positive image.
6. Establish and maintain productive relationships and cooperative arrangements with local governments, community groups, and organizations.
7. Promote an organizational culture that fosters passion for its mission, cooperation, open and frequent communication, teamwork, and support for NEOMHA's vision.
8. Serve as point of contact for NEOMHA. Respond to requests from individuals and organizations and refer or follow up as appropriate.
9. Monitor the progress of projects and assignments to ensure schedules are maintained. Inform the Board of problems and opportunities that arise.
10. Provide Executive Director's Report at periodic Board meetings, attending via teleconference at least 9 times per year.
11. Attend organization-led festivals and events (e.g., the Blue Sky Folk Festival and Lake Erie Folk Fest) .
12. Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Strong verbal, written and interpersonal communication.
- Self-motivation and the ability to work with minimal supervision.
- Computer literate – accomplished in programs including but not limited to Word, Excel, and Dropbox.
- Knowledge of the grant-writing process including researching and compiling information needed to apply for various grant programs, and familiarity with project scope, budget, contracts, and project follow-up.
- Demonstrated experience in leadership and program development, usually interpreted as at least three years of related experience.
- Understanding of nonprofit corporations and experience working with boards of directors and volunteers.
- Access to home office equipment including a computer, internet, and cell phone.
- Must pass criminal background check.

ADA COMPLIANCE (PHYSICAL DEMANDS / WORK ENVIRONMENT)

Physical ability: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, climbing or stooping. The employee frequently lifts light and occasionally heavy objects up to 30 pounds.

The work is typically performed in an office with periodic outdoor events, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, and grease.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

To Apply for this position, email the following information to jobs@NEOMHA.org:

- **Type “Executive Director Application” in the subject line.**
- **Attach your resume.**
- **Attach a 1 to 3 page writing sample reflective of this position’s duties.**

In order to gain firsthand understanding of NEOMHA and our mission, all candidates are encouraged to attend the Lake Erie Folk Fest on February 23, 2019 at the Shore Cultural Centre in Euclid, Ohio.

Candidates who are selected for further consideration will be contacted to schedule a phone interview within two weeks of application receipt.

Thank you for considering this position.